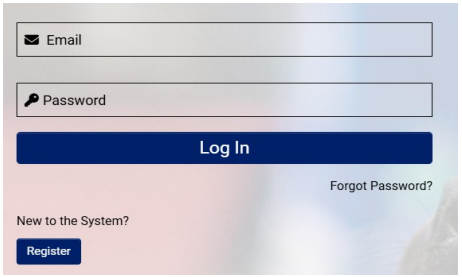
SMARTSIMPLE REGISTRATION

Registering a New User and Organization

1 Start Registration

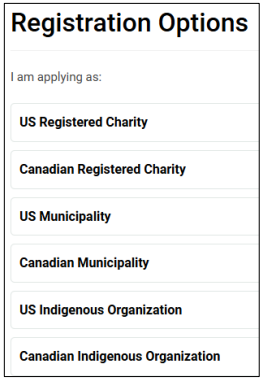
Go to the Smart Simple page.
Under New to the System?, select **Register**.



2 Choose Organization Type

Select the option that best matches your organization.

Municipalities: An additional verification step will be required.



3 Enter Organization Details

Enter organization and primary contact information.

- When finished, click **Submit Request**.
- A password setup link will be sent to the email address you provided for your contact.
- Password links expire 24 hours after being sent.

4 Set Your Password

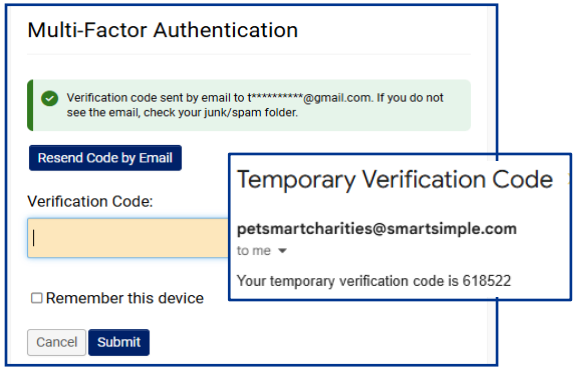
Open the password setup email and select the link.
Create and confirm your password, then complete the verification check.

- If the link has expired, return to the login page and select **Forgot Password**.

5 Multifactor Authentication

After signing in, check your email for a temporary verification code.
Enter the code promptly; it may expire within minutes.
Check Spam or Junk, or use Resend Code if needed.

- After verification, registration and application information will arrive by email.



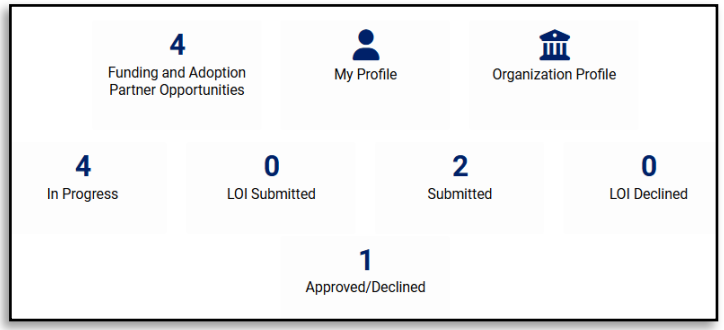
NEED HELP? Email adoptions@petsmartcharities.org

SMARTSIMPLE PORTAL BASICS

Your Organization's Dashboard in SmartSimple

1 Funding & Adoption Partner Opportunities

Start a new application to become an adoption partnership or apply for grant funding.



2 Update your profile

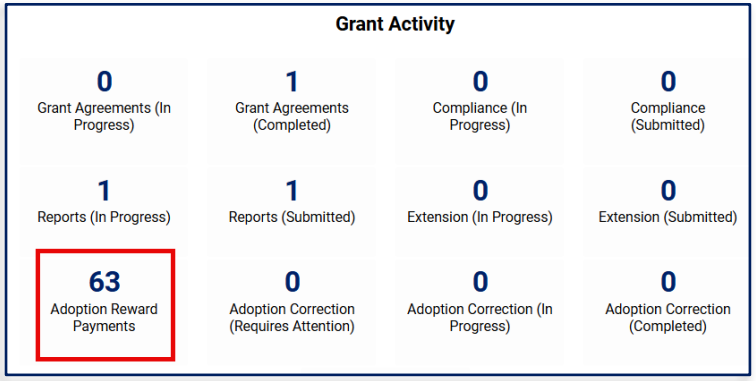
Use My Profile for your contact details. Use Organization Profile for agency information.

My Profile

Organization Profile

3 Grant Activity

Manage approved grants and post-award requirements.



Payments

View adoption reward and grant payments.

Impact Reports

Complete and submit required impact reports.

Approved Grants

Track award status, agreements, extensions and amendments.

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